

Board of Vocational Rehabilitation (South Dakota's State Rehabilitation Council)

Role and Responsibilities of the Board

- Gives advice to and works in partnership with the general vocational rehabilitation agency in South Dakota
- Plays a significant role in ensuring that the vocational rehabilitation program operates effectively and remains responsive to the needs of those served.
- Works in partnership with the Division of Rehabilitation Services in developing policies, planning activities, evaluating program effectiveness and carrying out other functions related to the vocational rehabilitation program.
- The working relationship between the Board and the Division is a partnership focused on ensuring that individuals with disabilities receive appropriate, timely, and effective vocational rehabilitation services.

Public Comment at Board Meetings

Public comment and ideas are valuable to the Board of Vocational Rehabilitation (Board).

At each meeting time is set aside for "Public Comment". Public comment may be in person, written, oral or electronic communication. Individuals may address the Board on any topic during this time using the following guidelines:

- If you wish to address the Board, it is recommended that you call Board staff at 605.945.2207 or email colettew@sd-ccd.org at least 15 days prior to the day of the Board meeting. You will be asked to provide your name and home community, as well as the focus of your comments.
- Once the Chairperson has announced the Public Comment Period, persons wishing to comment must be recognized by the Chairperson prior to doing so.
- There is also the ability to make Public Comment via a conference call if the necessary arrangements are made with Board staff at least ten days prior to the meeting.
- If you appear in person and wish to provide a written copy of your comments please bring copies for distribution at your discretion.
- If you are not able to appear in person and wish to provide your comments in writing email or mail them to staff at least ten days prior to the meeting. Staff will provide copies to all Board members.
- Groups wishing to address the Board should do so through a single speaker.
- Personal attacks and personnel matters will not be permitted.
- The Board may respond to or ask questions of those making Public Comment.
- The Board agenda will allow 15 minutes for Public Comment. If you need more information, please contact Board staff at 605.945.2207.
- Individuals with a dispute regarding their application/eligibility and/or a service delivery should utilize the Division's Due Process Procedures. (Contact Bernie Grimme for further information 605.773.3195).

Your cooperation is appreciated. Thank you.

**Board of Vocational Rehabilitation
Ramada Inn (1525 W Havens Avenue/605.996.6501)
Mitchell, SD**

Thursday, September 12, 2013

1:15 PM Opening Actions – Elaine Roberts, Chairperson

Welcome New Members

Introductions

Approval of Meeting Agenda

Approval of Minutes

BVR March 25/26 Meeting Minutes

Executive Committee Meeting Minutes – May 17, 2013

BVR June 6/7 Meeting Minutes

Executive Committee Meeting Minutes – August 20, 2013

Time for Public Comment – Elaine Roberts

Announcements – Elaine Roberts

Meeting Protocol – How to Support One Another/How to Be A Better Meeting Participant

Division Director's Report – Gaye Mattke, Interim Director

a) Director's Comments

b) DHS Strategic Plan Rollout Meetings & Strategic Plan (Review)

c) VR Office Update

d) "Employment Works" Governor's Task Force Update

e) Events

Promise Grant Update – Bernie Grimme

State Plan Submission – Bernie Grimme

Statewide Needs Assessment – Gaye Mattke and Bernie Grimme

Vocational Rehabilitation (VR) & Provider Relationships

Brenda Martin, VR and Darla McGuire, LifeQuest

5:00 pm Adjourn for the Evening

Friday, September 13, 2013

8:30 AM Meeting Reconvened

Welcome and Introductions – Elaine Roberts, Chairperson

Review of National State Rehabilitation Council Forum held in June - Elaine

Final Review of Board's Draft Applications for Funding (Action Item)
Individual and Organizational Application Requests for Funds

Statewide Independent Living Council Update – Bernie Grimme

State Workforce Development Council Update – Gaye Mattke

Break

Eagle Butte – Catch the Wave Event – Lyle Cook and Melissa Flor

Proposed Slate of Officers – Executive Committee (Action Item)

Introduction of Board's Committee Structure

Time for Brainstorming – continued agenda item

Other Business

11:30 am Closing Actions

Future Agenda Items

Scheduling Next Meeting – Proposed Dates of December 5/6 in Pierre
Adjournment

Any individuals attending the meeting who will require an accommodation for a disability in order to participate in the meeting (e.g., sign language interpreters, assistive listening devices, materials in alternative format) should submit a request to Board staff at 1-800-210-0143.

Please request these accommodations no later than **10 days prior to the meeting** in order to ensure accommodations are available.

Meeting Protocol

- ❑ Be prompt in attending Board of Vocational Rehabilitation (Board) and committee meetings.
- ❑ Only one person speaks at a time. In order to obtain the floor and address the Board, all in attendance – members, staff and public – must be recognized by the Chairperson and given permission to do so.
- ❑ To gain recognition of the chairperson, raise your hand and/or address the Chairperson as appropriate i.e., Mr. Chairperson; Ms. Chairperson.
- ❑ If two or more members seek recognition of the chairperson at the same time, the chairperson will determine the order in which they will be invited to address the Board.
- ❑ If a person has already spoken to the issue, and wishes to speak to it again, others who have not yet spoken to it will first be given the opportunity to speak.
- ❑ Private conversations are not to be conducted during the meeting. The chairperson has the authority to ask others, who have not been given the floor, to refrain from talking while someone else has the floor (this is true for all in attendance – members; staff; public).
- ❑ Remind participants that this is the time to say something, if they have something to say. It will do little good for them to express their dissatisfaction with what was said or agreed upon after the meeting is over.
- ❑ People need to speak on the subject being discussed.
- ❑ Comments and discussions need to address issues.
- ❑ Listen alertly and with an open mind.